

PUBLIC NOTICE

NOTICE: PN-98-HR-76-4-42

OPENS: 05-11-98

NUMBER OF POSITIONS: 1

CLOSES: 05/22/98

ORGANIZATION: A/S Secretary for Human Resources & Administration, Deputy
Assistant Secretary for Information Management

POSITION: Secretary (Office Automation), GS-318-8

LOCATION: Washington, DC

SALARY: \$29,384 - \$38,199 per annum

WHO MAY APPLY: Nationwide (All Sources)

RELOCATION EXPENSES WILL NOT BE PAID

Salary includes 7.27% locality-based adjustment of rate Washington-Baltimore area (DC-MD-VA-WV-St. Mary's County, MD). Newly appointed supervisors/managers must serve a one-year probationary period.

DUTIES AND RESPONSIBILITIES: The incumbent serves as secretary in the Office of the Deputy Assistant Secretary for Information Management, Chief Information Officer. This position provides secretarial office automation, typing services in support of the Deputy Chief Information Officer. Performs secretarial, clerical administrative and office automation duties requiring coordination of activities across the office's several program areas and a comprehensive working knowledge of the information management area and its functions in the Department. Maintains the day-to-day control of the front office calendar, establishing priorities, scheduling, briefings, conferences and meetings and assures the supervisor is fully briefed on all matters relevant to his/hers schedule. Prepares a variety of briefing material, background information charts, graphs etc., for use by the supervisor for discussions with staff members and higher level officials. Receives and greets visitors and responds to inquiries of a routine nature and refers all other technical concerns to the appropriate staff member. Reviews all correspondence, memoranda, reports, etc., requiring the supervisor's attention and determines the appropriate correspondence format and disposition. Develops and maintains a formalized office filing and action tracking system to provide expeditious retrieval of related information on management activities and issues that affect other offices within and outside the Department. Prepares all travel arrangements for front office staff and develops itineraries, makes hotel reservations and notifies participants of any changes, including preparations of security clearances needed for visits to field installations. Produces from rough draft, notes or oral instructions, a variety of written documents utilizing personal computer (PC) with varied and advanced functions and several types of automation software and printing equipment.

QUALIFICATIONS REQUIREMENTS: An applicant must have one year of specialized experience that is directly related to the duties of this position and possess the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service for the normal line of progression for the occupation. All qualifications and legal requirements, including time in grade, must be met within 30 calendar days of the closing date of this announcement.

PRIORITY SELECTION CONSIDERATION: Surplus and displaced competitive service employees at Department of Energy Headquarters and Field Offices and those from other Federal agencies who apply and who otherwise meet relevant eligibility and qualifications requirements may receive selection priority. A surplus or displaced employee must include a copy of his/her Certificate of Expected Separation or specific Reduction-in-Force Separation Notice with required application documents. Selection priority is for a position change to the same or lower grade. Grade and pay retention will be offered to a surplus or displaced selectee, as appropriate. Registrants from the Department of Energy Headquarters Re-employment Priority List may be referred also to this vacancy, as appropriate.

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RANKING FACTORS: Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, work-related experience, training, awards, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics required to perform the duties and responsibilities of the position. All of the factors listed below will be used in the evaluation process.

1. Ability to effectively organize the flow of office work, organize materials, and establish procedures.
 2. Skill in composing, reviewing and editing written material and in determining its proper disposition.
 3. Knowledge of and ability to utilize a variety of automated data processing systems and software packages.
 4. Ability to communicate effectively with people at all levels of responsibility.
 5. Knowledge of domestic and international travel regulations, policies and procedures.
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APPLICATION PROCEDURES: The following must be submitted or the applicant will not be considered:

(1) a completed application or resume, and/or an Optional Form 612, "Optional Application for Federal Employment" (Please refer to the attachment which explains Headquarters Application Information Requirements). If a resume does not contain the required information, it may be supplemented by using OF-612 or by providing the information on bond paper; (2) the most recent performance appraisal of record, preferably completed within the last year, or a statement as to why one is not enclosed; (3) if you are a current Federal employee or a reinstatement eligible, a copy of your latest SF-50, "Notification of Personnel Action," which documents your competitive state and tenure; and (4) a statement of your knowledge, skills and abilities as they related to the ranking factors. Materials will not be returned. Send application materials to:

U.S. Department of Energy
1000 Independence Ave., S.W.
HR-352, Room 4E-084
Washington, DC 20585
ATTN: Nancy Newsome
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*** Your application or resume must be postmarked or received not later than the closing date of the Notice.

*** All status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. If only one (1) application is received, it will be considered for this notice only.

*** DOE prohibits smoking cigarettes in the building.

*** Certain veterans and people with disabilities may be considered under a special authority without regard to the area of consideration identified above. Please indicate on your application or resume if you are in one of these categories.

*** U.S. Citizenship is required.

*** The Department of Energy is an Equal Opportunity Employer.

U.S. Department of Energy Headquarters

Application Information Requirements

Since December 31, 1994, the Federal Government has not required a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement).

VACANCY INFORMATION

- Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address (with zip code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship. (Most Federal jobs require United States citizenship.)
- Veterans' preference.
- Reinstatement eligibility. (If requested in the announcement, attach SF50 proof of your career or career-conditional status.)
- Highest Federal civilian grade held. (Also give job series and dates held.)

EDUCATION

- High school name, city, and state (zip code if known).
 - Date of diploma or General Equivalency Degree.
- College or university name, city, and state (zip code if known).
 - Majors, type and year of any degree received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
 - Send a copy of your college transcript only if it is requested on the vacancy announcement.

- Give the following information for your paid and non-paid work experience related to the job for which you are applying. Do not send job descriptions.

- Job title (include series and grade if Federal job).
- Duties and accomplishments.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Hours worked per week.
- Salary.

- Indicate if your current supervisor may be contacted.

OTHER QUALIFICATIONS

- **Job-related** training courses (title and year of each).
- **Job-related** skills; for example, other languages, computer software or hardware skills, operating knowledge of tools and machinery, typing speed.
- **Job-related** honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Provide dates but do not send documents unless requested.)

WORK EXPERIENCE